Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT**
Name of the head of the Institution	**Dr. G Sashikumar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04842625004**
Mobile no.	**9847189238**
Registered Email	**sstm@scmsgroup.org**
Alternate Email	**iqac.sstm@gmail.com**
Address	**SCMS School of Technology and Management, Muttom PO, Aluva**
City/Town	**Aluva**
State/UT	**Kerala**
Pincode	**683106**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Susan Abraham**
Phone no/Alternate Phone no.	**04842625004**
Mobile no.	**9495114276**
Registered Email	**iqac.sstm@gmail.com**
Alternate Email	**sstm@scmsgroup.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://scmsgroup.org/sstm/images/AQAR_2015-2016.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://scmsgroup.org/sstm/images/Academic%20Calendar%202016-2017.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.19**	**2015**	**03-Mar-2015**	**02-Mar-2020**

6. Date of Establishment of IQAC	**26-Aug-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

FDP on student research project - Facilitating Excellence in research	09-Jan-2016 1	15
FDP on Innovative Methods of Teaching	16-Mar-2017 1	15
[View File]()		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2017 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File]()
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File]()
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Faculty Development programs

Seminars and conferences - Quality related

[View File]()

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Conference	National conference in Commerce on

	Startup India Opportunities and Challenges on 23.09.2016
Faculty Development Programmes	'Use of ICT in Education for Online and Blended Learning' on 25th November 2016,
Faculty Development Programmes	'Innovative Methods of Teaching' on 16th March 2017.
Value addition courses	MBA department introduced 3 Add-on courses and 3 Certificate courses.
Industry Institute Interaction programme	Interaction with industry experts were arranged once every week (Thursday) for the students
Publications and Seminar presentations	Faculty have published articles in peer reviewed Journals and have presented research papers in Seminars and conferences
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
SCMS BOARD OF MANAGEMENT	29-Dec-2017

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2017

Date of Submission	20-Mar-2017

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Linways Academic Management System is the Management Information System of the Institution. Teaching Learning module, Library module, HR module and Admission module are operational. Linways is used as a medium of communication between management, faculty and students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum given by the Mahatma Gandhi University, Kottayam is implemented in the Institution. Each faculty member handling a course prepares a comprehensive and detailed course plan consisting of course description, objectives, expected outcomes, pedagogy, evaluation scheme, detailed session plan, description of assignments and recommended books. Department-level Workshops are organised to present each course plan during which internal subject experts suggest modifications to the course plan. After incorporating the changes, course plans are approved by the respective HODs and sanctioned by the Principal. The approved course plan is the uploaded on the Linways (Learning Management System of the Institution). The course plan is also presented to the students in the class by the faculty on the first day of the course. During the semester, as the faculty completes a topic, it is recorded on the back side of the attendance record along with the date of completion. This record is reviewed twice in a semester to check for compliance with the approved course plan.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Tally Ace ce rtification	Tally	02/06/2016	25	Employabilit y	Basic Accounting using Stock, Tax details and pay roll accounting

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	31/05/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	NIL	31/05/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	29	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Professional Selling	03/01/2017	16
Financial Reporting	03/01/2017	34

Employee engagement	03/01/2017	17
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	MBA	116
MCA	Computer Application	16
MSc	Bio Technology	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback taken from students is discussed by the Management and Principal to improve the teaching, learning and evaluation process. Faculty, individually and collectively, are advised to introduce new teaching-learning methods and make the content interesting. Feedback from employers taken at the time of recruitment is discussed by the Placement Cell and Principal to include industry relevant content in classroom teaching. The employers also suggest improvements in the personality development programmes for the students. Feedback from alumni is analysed by the faculty and the Principal to deduce useful conclusions for the overall development of the Institution. Feedback from parents is analysed by the faculty and Principal to address the concerns raised by the parents on teaching-learning process and their suggestions are in classroom activities.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Bio Technology	24	20	18
MSc	Bio Technology	20	5	5
BCom	B com	130	324	120
MCA	IDMCA	60	104	58
MCA	all	60	19	15
MBA	all	120	473	118
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	149	196	18	16	25

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
59	51	14	25	11	17
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Institution has a well-designed mentoring system for the students to help them overcome inhibitions, fear and build self-confidence. Each faculty (mentor) is allotted 10 students. Mentoring sessions are incorporated into the weekly time table. During the sessions, deep underlying issues that are drivers of low levels of motivation, low self-esteem or poor performance are resolved to a certain degree through group activities, games, motivational talks and advice under the guidance of faculty mentor. After every internal examination, a review is performance is done by the mentors and additional academic help is offered to the mentees. Faculty members are available to students outside the stipulated class hours. Academically weak students are provided with remedial classes. The College also has an online platform through which the students contact their mentors and seek academic, personal and psycho-social support. The students can login with their unique login ID's and get in touch with their respective mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
345	59	1:6

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
59	59	0	16	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	NIL	Assistant Professor	NIL
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
MBA	MBA	2	02/06/2017	13/12/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

MBA: The M G University changed the Continuous Internal Evaluation (CIE) system for the Course. Out of the 40 marks for CIE. The awareness about the evaluation process is given through the website, orientation programmes and in the beginning of the course itself. Notice boards display the schedule of the evaluation process. The Internal examination monitoring Cell and Principal ensure the effective implementation and transparency of the evaluation process.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institution follows the Academic Calendar framed by the University. The Institution prepares an Annual Calendar indicating working days, holidays, Internal examination days and University examination days. The Annual calendar is followed for the conduct of classes, exams and other activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://scmsgroup.org/sstm/images/PO,%20PSO%20and%20CO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	MBA	ALL	119	31	25.33
	MCA	All	16	12	75
	MSc	Bio Tech	5	5	100
	BCom	Finance	59	40	68
	BCom	Computer Application	30	23	76.67
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://scmsgroup.org/sstm/images/Student's%20feedback%202016-2017.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	1000	ICSSR	500000	57600
Minor Projects	30	SSTM (Institution)	10000	10000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Intellectual Property rights	Bio Technolgoy	29/11/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	31/05/2017	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	31/05/2017
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Management	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	ALL combined	11	3
National	All combined	9	3
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Book with ISBN No.	1
Chapters in Edited Books	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2017	0	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2017	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	4	2	0
Presented papers	6	10	0	0
Resource persons	1	3	1	0
Resource persons	0	3	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Women s day celebration	NSS	15	200
Blood Donation	NSS	5	60
Visiting Mangalavanam	NSS	2	50
Reading Week	NSS	20	150
Old Age home visit	NSS	3	50
Green Campus	NSS	20	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited

0	0	0	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	Mangalam Bird Sanctuary	Cleaning Drive	2	50
NSS	NCC	Parede	0	1

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	SCMS and KEIO University, Japan	Institution fund	30

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	31/05/2017	31/05/2017	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Hedge school of applied economics	01/08/2016	Enhancing employability	89
ACCA	11/07/2016	Enhancing Employability	13

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
490	487.06

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Campus Area	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Others	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Linways	Partially	2.6	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3401	1175926	262	106635	3663	1282561
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	31/05/2017
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	201	118	0	8	12	11	38	0	14
Added	30	25	0	0	0	0	5	0	0
Total	231	143	0	8	12	11	43	0	14

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

110 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and

	recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
15.63	15.63	34.15	34.15

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

As per the ISO Quality System Manual, the resource requirements like faculty, library books, computers and laboratory equipments are planned and resourced as per AICTE/M.G. University norms. Class rooms and labs are allotted for each course and subject as per the time-table.

https://scmsgroup.org/sstm/images/Procedures%20of%20Library%20and%20Labs%20of%20SSTM.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support from the institution	8	446675
Financial Support from Other Sources			
a) National	Nil	0	0
b)International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Aptitude Training	07/12/2016	120	Konfidence Walk Training
Advanced Learning Management Program	15/06/2016	120	SSTM
PDP Interpersonal and leadership skills	17/08/2016	40	Glowmind Training consultancy
Yoga (MBA)	25/08/2016	120	Ms. Usha Nandakumar, Yoga instructor
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	Aptitude Test training for MBA	120	55	0	50
2016	Aptitude Test Training for MSC	5	5	0	1
	View File				

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
6	6	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
33 Organisations came for MBA	112	84	18 companies visited	10	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	0	NIL	NIL	NIL	NIL
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Social initiatives (nine)	State level	100

Sports, games and other events	National	14
Management fests	National	182

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	National level	National	14	0	0	students

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council of the Institution is formed once every year

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

75

5.4.3 – Alumni contribution during the year (in Rupees) :

36000

5.4.4 – Meetings/activities organized by Alumni Association :

Fourth Ambit, an exclusive online portal helps the institute to keep constant connect with its alumni .The Fourth Ambit database updates complete details of the alumni including their present position. All the events in the campus, student and faculty achievements,information regarding alumni meet etc are posted in this portal. The official fourth ambit link of the institution is https://sstm.fourthambit.com/.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Management Team of the Institution believes and promotes participative management at various levels of the Institution. Participative management is practiced at all levels of administration. With an open door policy in communication with top management and by actively seeking suggestions from various levels during interactions, everybody in the organization is offered a chance to contribute for the governance system. Each department works in a decentralised manner. Each department prepares its Annual Calendar to implement various development initiatives and student centric activities. The faculty and Management have formed various committees such as Grievance Cell, Equal Opportunity Cell, Disciplinary Committee, Womens' Grievance Committee and Anti-

ragging Committee. In these committees, faculty and members of the management make action plans for the benefit of the Institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The institution follows the norms of Mahatma Gandhi University in fulfilling the requirements of admission of students. MBA and MCA seats are completely filled-up by the management, and M.Sc (Biotechnology), B.Com and B.Sc seats are filled-up on a 50:50 basis
Industry Interaction / Collaboration	Industry Institution interface programmes are held every week in a scheduled manner. Experts from industry are invited to the institution to interact with students on the emerging practices in management
Human Resource Management	Management has a proactive approach to Human Resource Management in the Institution. Necessary faculty and staff are recruited every year to carry out the activities of the Institution. Encouragement is given to faculty to publish articles in peer reviewed journals. Facilities are provided to faculty to undertake funded research projects. Regular Faculty Development programmes are organised to enhance the knowledge of faculty. The faculty are encouraged to present research papers in national and international level seminars and conferences. Welfare measures are provided for both faculty and staff. The performance of faculty is appraised through a 3-tier process - self, HOD and Management. Based on the vacancy in all departments, advertisements are published in the leading daily newspapers. Scrutinizing of Application takes place as per the college norms. The faculty positions are filled up by interviewing the candidates by the management. The staff are selected based on interview and skills test
Library, ICT and Physical Infrastructure / Instrumentation	The institution has adequate number of classrooms, seminar halls, tutorial space, well equipped scientific labs and computer labs, an animal house,

	research room attached to the library. Additions in carpet area were made to the existing MB A Library. Ne w classrooms were added to the existing ones
Research and Development	The institution undertakes both internal and external funded projects. The institution encourages interdisciplinary research. To optimally utilize all the facilities, the institution makes available all the facilities to all faculty interested in research. Along with the well equipped labs, libraries and equipments, the students are encouraged to make contribution to various research projects. The institution provides training for students from outside institutes and also provides for a customer service facility for outside research scholars for utilizing the equipment facility of the institute.
Examination and Evaluation	Continuous Internal Assessment: Internal assessment is continuously conducted throughout the course. Assessment criteria consists of tests, assignments, presentations, project works, quizzes, surprise tests, viva-voce etc. Periodic Publication of Internal Marks in Notice Board: Student performance for each of the internal components is individually entered and is periodically summed up. These are published in the notice board periodically. Mid-term and Model Examinations: These are designed to simulate University-level semester-end examinations. Linking Internal Assessment Components to Learning Objectives: Since the entire course is divided into separate modules/topics, the internal assessment method of any module/topic corresponds to the learning objectives attributable to the module.
Teaching and Learning	The teaching learning process begins with the preparation of the academic calendar and course plan for each subject. Learning is made student-centric by many activities such as extra readings, independent learning, collaborative learning, interactive learning and use of audio-visual aids. To nurture critical thinking, creativity and scientific temper various methods such as field visits, lab exercises, IMLP, OBT, participation

	in competitions and projects, providing application oriented assignments, etc are used. Students and faculty are exposed to advanced level of knowledge and skills by participating in seminars, conferences and workshops.
Curriculum Development	The curriculum for all the courses is given by the Mahatma Gandhi University, Kottayam. Add-on courses were introduced for MBA Semester 4 students in the following topics: Employee engagement, Professional selling, Financial Reporting.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Nil
Administration	Linways
Finance and Accounts	Customized software
Student Admission and Support	Linways
Examination	Linways

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Ms. Devi S Nair, Ms. Rinu Jayaprakash, Mr. Binu V S	One Day Workshop on GST,	Mar Thoma School of Management Studies , Kochi	3000
2016	Ms. D Sudha	National conference on advanced computing and communication technology	Santhigiri collge in association with CSI and MG University	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	–	Awareness program on ISO certif	15/05/2017	15/05/2017	0	15

| 2017 | - | Training program on MS Excel | 30/05/2017 | 30/05/2017 | 0 | 7 |

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	15	15/05/2017	15/05/2017	1
Orientation program	1	30/05/2017	30/05/2017	1

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	8	7	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
10	2	9

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has an internal auditor who audits all the accounts yearly. The institute has mechanisms for internal and external audit. Internal audit is carried out periodically. External audit is carried out once in a year. External Auditor verifies all receipts expenses bills, payments of the Financial Year

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

49843981

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC

Administrative	Yes	ISO	No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The institution does not have a Parents-Teacher Association. Instead the institution organises Open House meetings with parents once every semester. During the meeting the parents are briefed about the progress of their wards. Parents also have given suggestions regarding coaching for entrance exams and Personality Development Programmes

6.5.3 – Development programmes for support staff (at least three)

Awareness programme on ISO certification. Training programme on MS Excel

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Tarang - The cultural festival at SCMS Sports Club and cultural club B come Department Vovational Training (Glass Painting, Fabric painting, jewelry making, Umbrella making)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	Yes
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Foundation Classes for the fresh MBA students	25/07/2016	25/07/2016	29/12/2017	120
2017	Seminar on selecting specialisation for MBA second semester students	10/03/2016	10/03/2016	10/03/2016	118

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Womens Day	10/03/2017	10/03/2017	55	40

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Rain-water harvesting Grow Pure (organic vegetable cultivation by NSS volunteers) Energy conservation SCMS Water Institute organised an inter-institutional workshop on Environment Management in Business on 18th March 2017 (Saturday), at SSET campus. The participants were students of MBA 2nd Sem of SSTM having a core paper on Environmental Management and MTech Environmental Engg students of SSET. In the workshop, MBA students were grouped into various groups and given one business model each. Three MTech students were part of each of these groups as Environmental Consultants. Later each group made presentations of their own business models complying necessary environmental management regulations and protocols. Both MBA students and MTech students benefited extensively. It was an eye opener for MBA students as they got invaluable experiential information about the environmental legislations and policies they have to take care when they get into a business management career. At the same time it was a great experience for the MTech students to know more about the value and use of their technology in the business world

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	500
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	0	0	31/05/2017	0	NIL	NIL	0

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	31/05/2017	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	31/05/2017	31/05/2017	0

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain-Water Harvesting Grow pure (organic vegetable cultivation by NSS volunteers) Energy Conservation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Annexure 4: Best Practices 1. Title of the Practice: New Method of Student Seminar Assessment 2. Goal: To improve the quality of the seminar pattern followed by the students. 3. The Context: The pattern followed by the students earlier is non competitive and just for the sake of completing their turn and for many of the students it was not at all an effective presentation. In this context the institute decided to innovate the standard of seminar presentations. 4. The Practice: Seminar presentations on topics assigned from the scientific literature or on subjects related to a current research project are an integral part of the course curriculum. The efforts made by the institute were quite clearly reciprocated by the students by greater willingness to actively participate in their own learning process. I. A clearly written abstract of the seminar will be submitted by the student three days before the seminar to the seminar coordinator and the it will be displayed on the departmental notice board for the reference all students and faculty members II. An innovation found particularly useful by the faculty was the feedback evaluation of the seminar presentation. III. Besides the name of the speaker, topic, the faculty have included the following criteria for the evaluation purpose. a) Selection of topic b) Literature review c) Presentation skill d) Objectives of the talk e) Novelty of methodology f) Effectiveness of discussion IV. For each of the above mentioned criterion, three grade points were given as - poor/average/fair. V. The student who scores an overall three poor grade will be asked to retake the seminar on another date after better preparation. VI. If the student score less than 3 poor and fair and average for most of the criterion, the student is considered as pass. VII. It further gives a student an opportunity to communicate and respond to an audience. 5. Evidence of Success: Students begin to show better performance during the seminar sessions. All of them were able to get the pass score during seminars. Communication skill of the students increased. Moreover awareness on the need for presenting scientific data confidently is developed among students. 6. Problems Encountered and Resources Required There are no problems encountered for achieving this objective. The seminar coordinator takes the charge of printing and distributing evaluation form during seminar sessions. The forms were collected after seminars and further assessment were made during faculty meeting for determining the score of the student Best Practice 2: 1. Title of the Practice: Digital Marketing Campaign 2. Goal: To provide the students with real time experience of running a digital marketing campaign. 3. The Context: To encourage students to take up socially relevant activities and actively in them. 4. The Practice: The students were divided into groups of 10 in each class . Each group had to choose a socially relevant topic. The groups were given 60 days to run a campaign offline and online. They had to simultaneously hold activities related to their topic at college and outside as well as execute a digital marketing campaign on multiple platforms. 5. Evidence of Success: Major Activities done No Online Offline 1 Facebook and Instagram pages Visits to rescue homes/ abuse victim centers and orphanages 2 YouTube channels with videos School visits for campaign and workshops 3 Websites with articles and links Awareness campaigns and contests within the college 4 Blogs with content on the cause Distribution of pamphlets, seeds, badges. 5 Posting photos, videos and articles Interaction with transgenders and victims 6 Posting offline activities regularly Visits to govt., non Govt offices 7 Updating

digital platforms with content multiple times a day to gain Likes, Comments and Shares Interaction with Govt. employees, Police, Fire and Rescue Officers, Doctors, Welfare officers, Lawyers, Local administration, students, Teachers and General public Outcomes: 1. The students gained hands-on experience in planning, executing and monitoring live digital marketing campaign on their own using multiple platforms. 2. The students learned to implement digital marketing tools to attain their objective of increasing the likes, shares and comments received by their contents. 3. The students understood how to showcase the offline activities done by them through the online campaign by using them to create attractive content and uploading them regularly. 4. the students understood the value of interacting with the society and their ability to make a change through their online and offline activities. 6. Problems Encountered and Resources Required There are no problems encountered for achieving this objective. The resources were raised by the students collectively.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://scmsgroup.org/sstm/images/Best%20Practices%202016-2017.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Entry level foundation courses on programming methodology, Basic Arithmetic and introduction to Word and Excel given to students. Suggested the open book system of learning and evaluation. The new method has been implemented in two subjects of the 4th semester of the 13th MBA Batch Team building, team work and collaborative activities are given due importance during the mentoring sessions Brain storming system of major findings create a new motivation and impact among students.

Provide the weblink of the institution
https://scmsgroup.org/sstm/

8.Future Plans of Actions for Next Academic Year

National workshop on Molecular Biology with reference to real time PCR on May 2017. It will be two week programme. The proposal was submitted to DBT and DST for funding Student centred activities organized by the students themselves will be given more Importance. Teaching methodology will be more technology oriented with less importance to lectures